

**Modified Table 1. Submission requirements for 2007 and 2007-2008 recognition**

Reference	Item Description	Submit for 2006	Notes
Appendix B*	Request for Recognition, Parameters and Scope, Approved Signatories, Authorized Representative	YES	FOR ALL LABS
Appendix C	Internal Assessment Checklist NOTE: MUST INCLUDE TECHNICAL ASSESSMENT!	NO	Send if Recognition lapsed.
	Management Review & Internal Audit	NO	Send if Recognition lapsed.
Appendix D	Summary of Services	NO	Send if Recognition lapsed.
Uncertainty Charts*	For every measurement parameter and nominal value (generic ranges unacceptable)	YES	FOR ALL LABS Acceptable to submit in Excel format.
Traceability Verification Letter	Submit only if you want a "to whom it may concern memo" regarding your laboratory traceability	NO	Labs with "conditional" status are not eligible. Draft copy must be submitted if you want a customer memo.
QM	Laboratory Quality Manual (if updated)	NO	Send updates and deficiency corrections.
CC	Measurement control - control charts, surveillance tests for every measurement area - if requested	NO	Send if Recognition lapsed.
Standards	Calibration reports for standards	NO	Send updates only.
LAPs	Laboratory Auditing Program (LAP) problems assigned in Training Program	NO	Send if complete and required for level requested.
PT Form*	Proficiency Test Follow Up Form – complete analysis for ALL round robins even if "passed".	YES	FOR ALL LABS Obtain from website. Lab-based incorporation into quality system acceptable.

\* Required. \*\* One checklist required.

## **Appendix B. Request for Recognition, Scope of Recognition, Approved Signatories, Authorized Representative**

**Name of laboratory**

**Address of laboratory**

**Scope of Recognition** – include all parameters, levels, and ranges requested

**Approved Signatories** - have assigned responsibility for validity of laboratory reports

**Authorized Representative** - contact for administration of laboratory recognition

*Acceptable (and preferred) to submit in Excel Spreadsheet format.*

### Uncertainties Chart for Measurement Parameter

## Laboratory\_\_\_\_\_

[illegible]

**Uncertainties Chart for Measurement Parameter\_\_\_\_\_**  
**Laboratory\_\_\_\_\_**

[illegible]

**Uncertainties Chart for Measurement Parameter\_\_\_\_\_**  
**Laboratory\_\_\_\_\_**

[illegible]

**Uncertainties Chart for Measurement Parameter\_\_\_\_\_**  
**Laboratory\_\_\_\_\_**

[illegible]

**Uncertainties Chart for Measurement Parameter\_\_\_\_\_**  
**Laboratory\_\_\_\_\_**

[illegible]

**Uncertainties Chart for Measurement Parameter\_\_\_\_\_**  
**Laboratory\_\_\_\_\_**

[illegible]